

Enterprise Human Resources and Payroll Deployment

#42 – *Effective Sequencing*



How would a user update the sequencing of actions on the employees Data Control Page?

Step 1: Correct Employee's Transaction #'s on the Data Control Page.

- The user must navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
 - Bring up the employee that has the multiple 01/12/03 rows under correction mode.
 - Navigate to the 1/12/03 Pay adjustment row (NOA = 894). Set the the Transaction # equal to '1'.
 - Correct the subsequent 1/12/03 row(s) to subsequent transaction numbers (i.e. 2, 3, etc).
 - Click 'SAVE'
 - Click the Reviewed Check box on the subsequent data rows.
 - Click 'SAVE' and validate that the new sequencing of the rows has the 894 action as the first action (I.e. Transaction # = 1 and Sequence # =1).